



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<b>Date:</b> 8-29-16	<b>Interviewer:</b> Mohammed Cato	<b>RFA #16 – 23</b>
<b>Name of Person(s) Requesting Assistance:</b> [REDACTED]		
<b>Contact Numbers (telephone, e-mail, etc.):</b> [REDACTED]		
<b>Status of Person(s) Interviewed (title, position, student status, etc.):</b> [REDACTED]		
<b>Requested Assistance Pertaining To (name, position, policy, project, etc.):</b> [REDACTED] [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male x   Female ☐    Administrator ☐    Faculty ☐    Staff x    Student ☐  
 Concern Regarding:    Male ☐   Female x    Administrator ☐    Faculty ☐    Staff x    Student ☐

**Category:** *(Please check at least one)*

- |  |  |   |                                     |  |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input checked="" type="checkbox"/> Race    | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |                                     |  |

Time Line		
Date	Item	Comments
8-29-16	[REDACTED] meets with MC	[REDACTED] shares that during a training session, [REDACTED] referred to underrepresented students as "brown and yellow". [REDACTED], an Asian American male, was offended by [REDACTED] comments and discussed his feelings during the next training session with [REDACTED] and the group. [REDACTED] described [REDACTED] as being unapologetic and defensive. "I shared how the comments made me feel and [REDACTED] didn't seem to care about the impact of her words on me." [REDACTED] shares that: 1) he would like a new supervisor; 2) he would like EOO to facilitate a conversation between himself and [REDACTED] and 3) he thinks [REDACTED] needs to attend some type of cultural sensitivity training. MC informs [REDACTED] that he will follow up with Sue to discuss next best steps and receives permission from [REDACTED] to contact [REDACTED] about his meeting with EOO and to set up a mediated conversation. MC lets [REDACTED] know that it may take some time but that he would contact [REDACTED] with an update.
???	SGS speaks to [REDACTED] via phone	
???	[REDACTED] contacts Sue	

	to schedule a meeting.	
9-7-16	█████ meets with SGS and MC to discuss █████ concerns	
9-7-16	█████ meets with SGS and MC to discuss her concerns and seeks advice.	
9-8-16	MC contacts █████ via phone, and lets him know that EOO is looking into setting up a facilitated mediation between him and █████ reiterates that he is interested in attending such a meeting.	
9-12-16	SGS and MC meet with █████	█████ indicates that she is willing to participate in a mediated conversation with █████ SGS and MC indicate that they will contact █████ in order to set up a time for such a conversation.
9-13-16	MC leaves a voicemail for █████ to call him to find a time for mediation	
9-14-16	█████ leaves a message for MC	
9-16-16	MC leaves a voicemail for █████	
9-19-16	█████ calls and speaks to MC.	█████ provides MC with a list of times that he is open to meet.
9-19-16	MC leaves a voicemail for █████	
9-20-16	MC sets up a time for the mediation with █████ via phone	
9-20-16	MC sends an outlook invitation to █████	
9-22-16	MC facilitates	MC establishes expectations and ground rules for the mediation. █████ and

	mediation between [REDACTED] and [REDACTED]	[REDACTED] reiterated that he was offended by [REDACTED] comments and felt that [REDACTED] was unapologetic and defensive when he expressed that her comments had an adverse impact on him. [REDACTED] said he was especially impacted because [REDACTED] was his direct supervisor at the time. [REDACTED] indicated that she was not referring to undergraduate students but that she was referring to members of her family and that such members have different racial identities. [REDACTED] indicated that her intent was not to offend [REDACTED] by her use of the terms "brown and yellow" but that she was sharing her own experiences about herself and her family. [REDACTED] also indicated that she attempted to apologize to [REDACTED] soon afterwards and felt bad that her attempt to apologize was perceived as being defensive. During the facilitation, [REDACTED] apologized explicitly to [REDACTED] for offending him and [REDACTED] accepted [REDACTED] apology. [REDACTED] indicated that she would be more mindful of terms that she used in the future. Both individuals expressed an interest in finding a way to move forward especially since they are co-workers and will likely need to interact with each other. In an attempt to maintain a positive and cordial professional relationship, [REDACTED] and [REDACTED] agreed that they would approach each other if either one of them had concerns or if an issue arose between them.
9-22-16	MC stays to talk to [REDACTED] about the mediation	[REDACTED] indicates that he is satisfied with the mediation and believes that he and [REDACTED] can move forward and have a professional relationship.
9-23-16	MC leaves [REDACTED] a voicemail to follow up about the mediation	
9-23-16	[REDACTED] emails MC that she will call him Monday morning	
9-26-18	[REDACTED] does not contact MC	
9-27-16	MC leaves a voicemail for [REDACTED] to follow up about mediation	
10-3-16	MC and [REDACTED] meet about the mediation	[REDACTED] says that the mediation was needed and she was glad that they were able to resolve matters and move forward.